

## **UAM OPERATING PROCEDURE 296.1**

### **NON-RETALIATION POLICY**

The University of Arkansas at Monticello is committed to lawful and ethical behavior in all of its activities. The University expects its faculty, staff, students, and others acting on behalf of the University to comply with all applicable laws and regulations.

Retaliation is any materially adverse action, including, but not limited to, threats, harassment, discrimination, poor work assignments, or termination of employment, against an individual because of the individual's good faith report, concern, or complaint for what he/she perceives to be a wrongdoing, violations of law, or unethical conduct.

A good faith report, concern, or complaint is a report made with honest and reasonable belief that a University-related violation of law, policy, or non-compliance or misconduct may have occurred.

The University supports an environment in which retaliation is not tolerated and expects fair treatment of any member of the University community who makes a good faith report, concern, or complaint regarding any University-related violation of laws, regulations or University policies. Therefore, retaliation against any member of the University faculty, staff, students, and others acting on behalf of the University who makes a good faith report is prohibited. Complaints of retaliation, attempted or actual retaliatory action, or adverse employment consequences will be reviewed and violators may be subject to disciplinary action.

Any individual who makes an allegation that proves to be knowingly false or malicious will be subject to disciplinary action.

Any University faculty, staff, student, or others acting on behalf of the University, who believes that he or she has been retaliated against should submit a written or oral complaint to the Human Relations Officer who may refer the complaint to the appropriate University office(s) for review and disposition. A person who is uncomfortable speaking to the Human Relations Officer, or if he/she does not think the issue has been properly addressed, should contact the Office of the Provost and Vice Chancellor for Academic Affairs. The University will make every reasonable effort to stop retaliation immediately. A thorough, timely, and complete investigation of the alleged retaliation will be conducted.

Reports of retaliation or suspected retaliation will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Reporting individuals are expected to cooperate with investigations of the report. To encourage and protect faculty, staff, students, and others acting on behalf of the University, who make good faith reports, no reference to the good faith report, concern, or complaint will be a part of any personnel file, letter of recommendation, performance appraisal, or other permanent evaluative document.

*May 1, 2012*